

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
to be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. 152

PAGE  
NO. 1, ✓

1. Requesting Agency

STATE INSURANCE DEPARTMENT

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

**1. ACCOUNTING RECORDS**

Period Covered: 1945 - -  
Quantity: 22 cubic feet  
File Arrangement: chronological  
Annual Accumulation: 2 cubic feet  
Disposable Amount: 15 cubic feet (estimate)  
Audited by: State

This item includes all standard accounting forms used by State agencies. Specifically, these are:

Comptroller of the Treasury

Form No:

R-1-S Distribution of Charges  
E-1 & E-1 Transmittal  
DD-1 Certificate of Deposit and Bank Deposit Slip  
Monthly Statement of Balances  
R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited  
Distribution of Unexpended and Obligated Balances

Purchasing Bureau (Department of Budget & Procurement)

1-A Requisition for Supplies  
47-A Purchase Order  
100-16 Out of Schedule Requisition for Supplies  
39A & 40A Stores Requisition

*Approved Hall of  
Records Commission*

7. Agency, Division or Bureau Representative

*John A. [Signature]*  
Signature

Deputy Insurance Commissioner

April 5, 1955

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/6/55  
Date

*Morris S. Radloff*  
Archivist

APR 11 1955  
Date

*[Signature]*  
Secretary

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(Continuation Sheet)SCHEDULE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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CF 2	Copy of Contract Awarded	
CF-1	Capital Fund Requisition for Equipment	
100/24	Actual Emergency and Repairs Report	
27 A	Copy of Contract Awarded	
CF 3	Copy of Contract Awarded	
	Delivery Notice	
26 A	Notice of Award of Contract	
52	Credit Memorandum	
51	Report of Partial Delivery	

## Budget Bureau (Department of Budget &amp; Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2	
	Budget Schedule Amendment Sheet	
BP Inv. R101	Report of Fixed Assets (annual)	
BP Inv. R102	Report of Materials and Supplies (annual)	
BP Inv. 6	Materials and Supplies Physical Inventory (annual)	
BB-40	Request for Position Action	
Budget Forms		
1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)	
BP Inv. 1	Stores Record	
BP Inv. 2	Equipment Record	
BP Inv. 3	Motor Vehicle Record	
	Memorandum of Adjustment	

## Others

	Vendors Invoices	
	Bank Deposit Slips	
	Bank Statements	
	Bank Deposit Receipts	
	Cancelled Checks	
	Check Stubs	
30	Receipt Form	
30 B	Filing Fee and Abstract Invoice	
32 A	Tax Receipt	
	Examination Fee Billing Form	

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date ... APR 11 1955

*[Signature]*  
Secretary

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

## 2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953) The agency copy of this payroll is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General

Approved Hall of  
Records Commission

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6. Recommendation of Hall of Records and Board of Public Works.

Schedule No. G-2, Item 1-4, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions; The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED BY  
BOARD OF PUBLIC WORKS

Date..... APR 11 1955

*James J. [Signature]*  
Secretary